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ABSTRACT

Forty different forms which can be used for written communication with upper elementary and secondary students are presented in a reproducible format. The forms were created to fill a need for providing students at these levels with motivational notes. Drawings and messages based on a variety of themes are used to make the notes interesting. Suggested uses for the forms are (1) to recognize students who tried but were not quite successful; (2) to provide absent students with assignments; (3) to tell students in a positive way to finish their assignments; (4) to suggest that students come in for extra help; (5) to provide help in organizing the week's assignments; and (6) to recognize student birthdays. Forms for communicating with parents and resource teachers are also included. This document is part of a collection of materials from the Iowa Area Education Agency 7 Teacher Center project. (DC)

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ED241420

Teacher-to-student

Teacher-to-parent

Teacher-to-teacher

40

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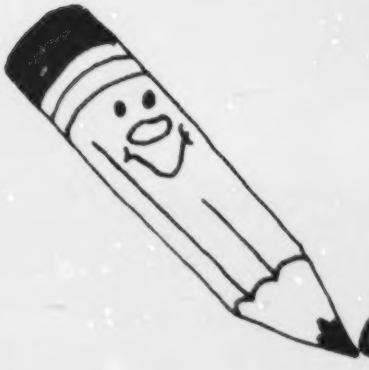

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Communiques for Intermediate, Junior High, & Secondary Teachers

S0015462

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AREA EDUCATION AGENCY 7

Cedar Falls, Iowa

Document title: 40 Commniques for Intermediate, Junior High and Secondary Parents

Author(s): Dolores Ratcliff

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AEA 7 Teacher Center
Waterloo, Iowa
Sept. 15, 1978 to Aug. 15, 1983

Teacher Center Policy Board Chair - Doris Mauer
Teacher Center Director - Diane Gibson, Ed. D.

Ronald Dickinson, Ed. D.- Chief Administrator, AEA 7

Dear User,

These communiques were created out of a need for motivators for upper elementary and secondary students. Most all motivators in print are either made for younger children or somewhat boring. These are just a pleasant way of saying what needs to be said and to show you care. There are also some new kinds of communiques in this booklet. I have divided these up into some suggested uses:

STUDENT "TRIED": The kids that don't quite make it, but work hard need to be recognized too. This is especially true of the disabled students in your classroom.

STUDENT GONE: So often we just jot something down on a scrap of paper when assignments need to be given to the student or turned in to the office. These make it a little nicer.

STUDENT "NOT FINISHED": These are positive ways to tell someone to finish their assignment or test.

STUDENT "NEEDS HELP": Sometimes in departmentalization and separate classes, we miss asking a student to come in for extra help. Also when a student is asked verbally sometimes they forget. A written commitment is much more binding. Another advantage is that these could be made out during grading, and attached to their paper.

STUDENT ORGANIZATION: Some of your students need extra help in organizing (especially seventh graders?). Give them a weekly organizer for your class so that they know what is expected. A copy could be posted in your room.

STUDENT BIRTHDAY: Often older students get lost in the numbers at school. Their birthday is <u>still</u> very important to them. A few points given on their birthday will make little difference on their grade, but will make them feel special.

PARENT NOTES: These are handy for those notes sent home to parents. This is the NEA year of "Parent Communication." They enjoy knowing how their child is doing. It is a great way to get them involved.

TEACHER NOTES: These are designed for resource teachers, but can be used by anyone wanting to give a teacher a much needed "Warm Fuzzy".

All ideas, to the best of my knowledge, are original. Some of the pictures were drawn from <u>Trend Reproducable Characters</u>. McDonald's needs to be recognized for one of the motivators.

Dolores Ratcliff

Your light is coming on!

Keep trying!

You really "cleaned up" on this report. It was a "sweeping" success!

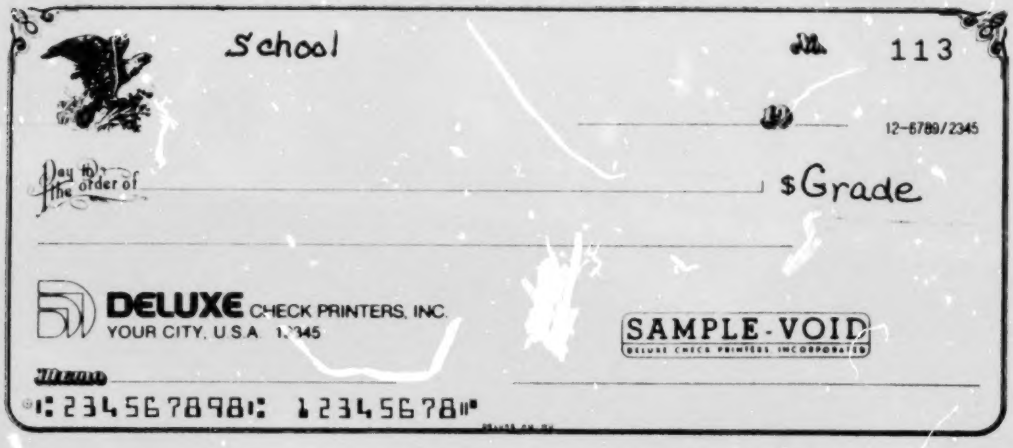
_____

was almost a star
today.
Keep improving.

_____

_____

It really paid off!

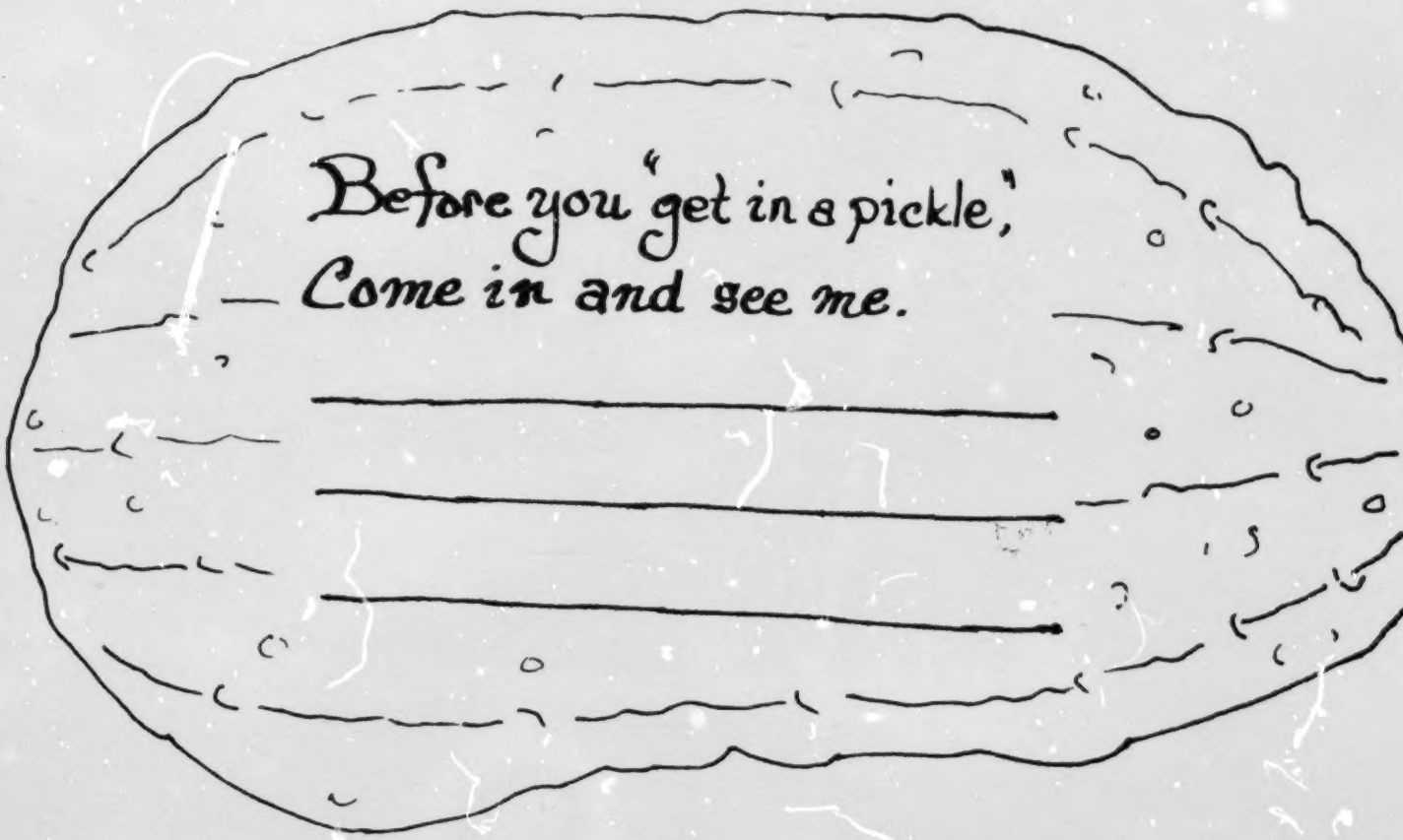


Happy Birthday

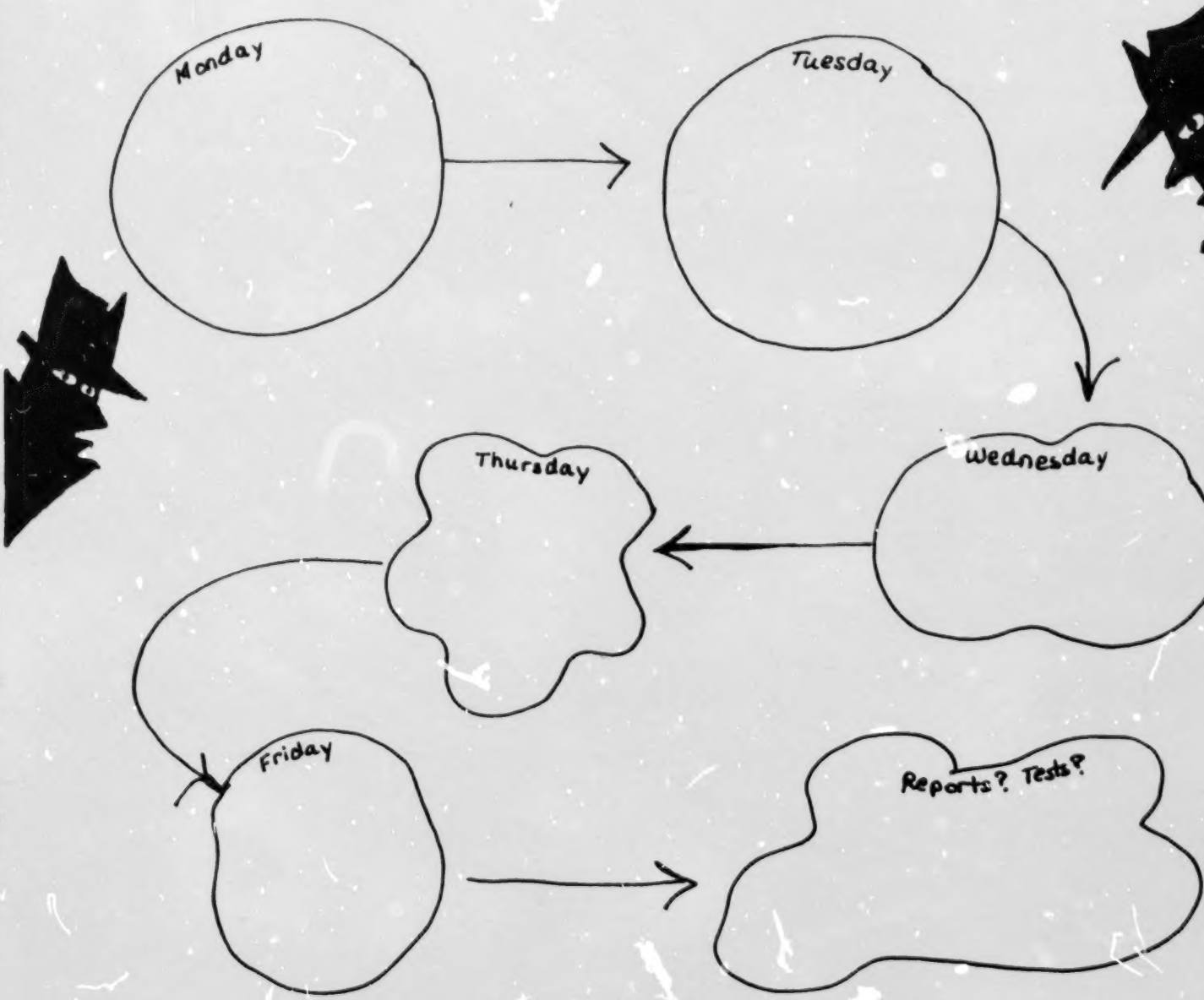
_____

Since today is your day, you get ____ extra pts

_____



SECRET PLAN for success



Since these plans are secret, chew up and swallow when finished.

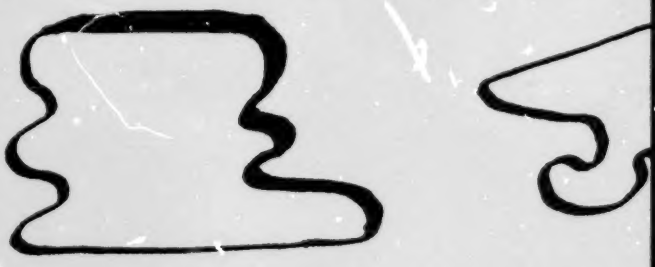
Dear Parent,

_____ is puzzled about:

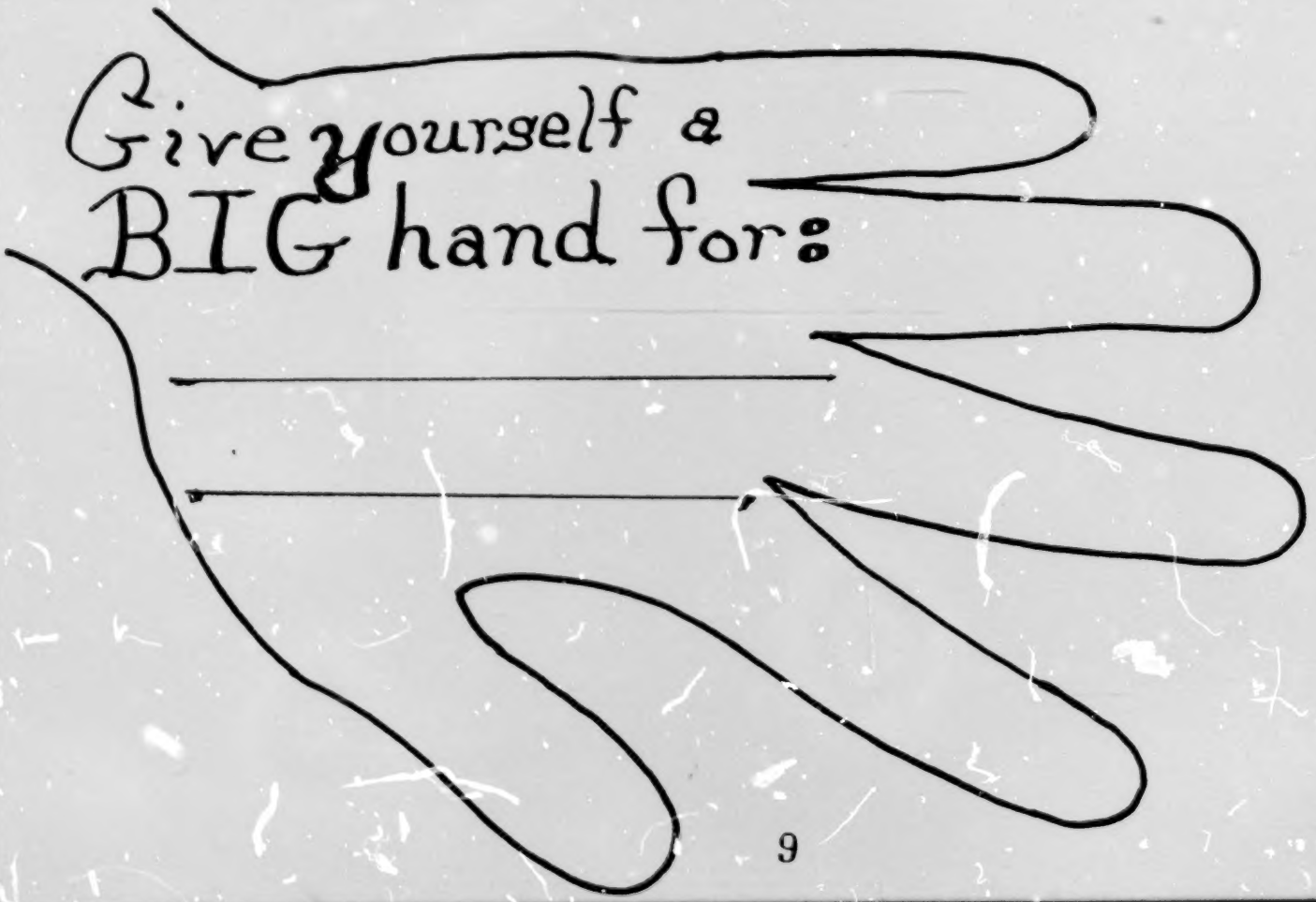
_____

Could you help at home?

_____



Give yourself a
BIG hand for:

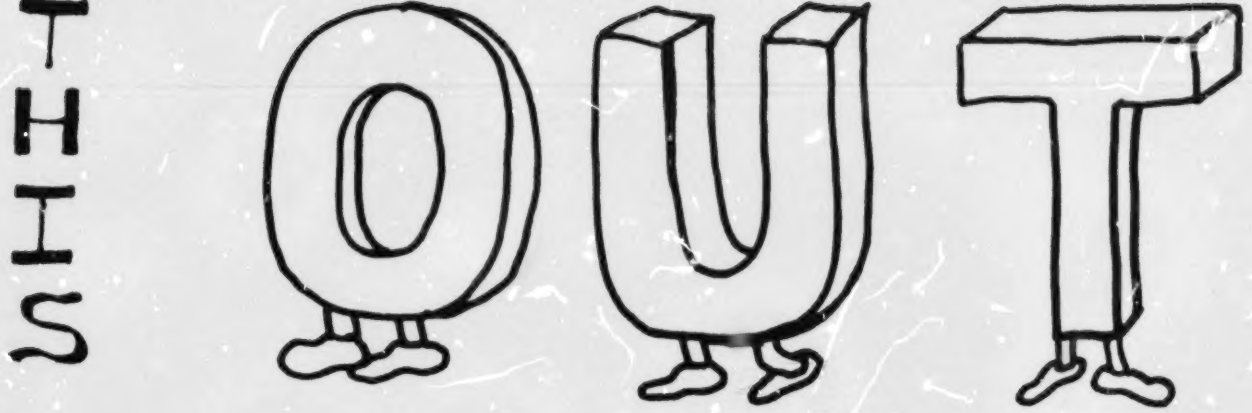


_____

_____

Almost there... Keep trying!

To: _____ From: _____



"Outstanding" award goes to:

_____

for

_____

You seem to be going in circles about:

_____

Please come in and see me.

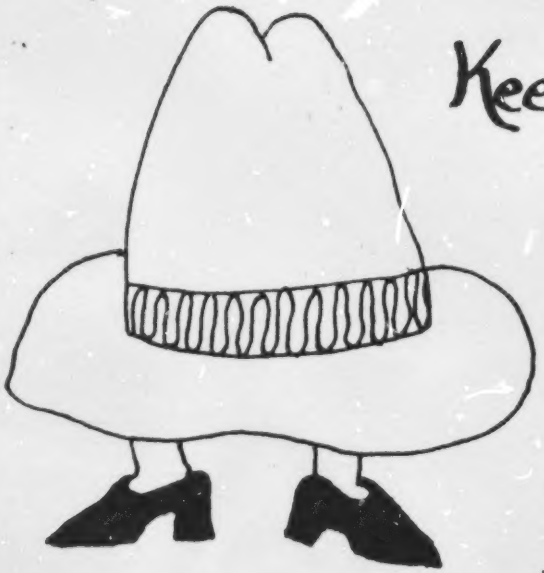
_____

_____

Glad you're back _____. Here's what you missed: _____

To: _____,

Sorry that you are "under the weather." Here are some things you can do at home: _____



Keep this under your hat, but...

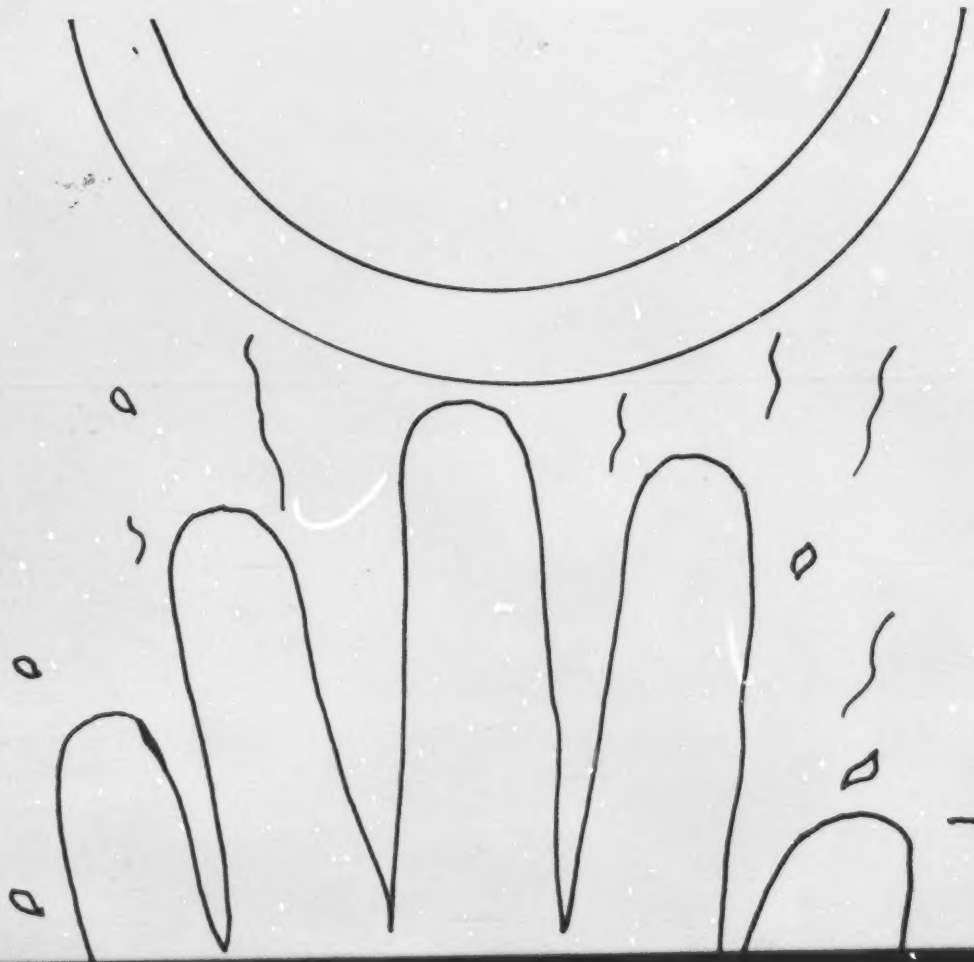
There are "tree" things I need to tell you:

1.

2.

3.

...Just needed to let you know



Reach a little higher.

I tried to call today.

Dear Parent,

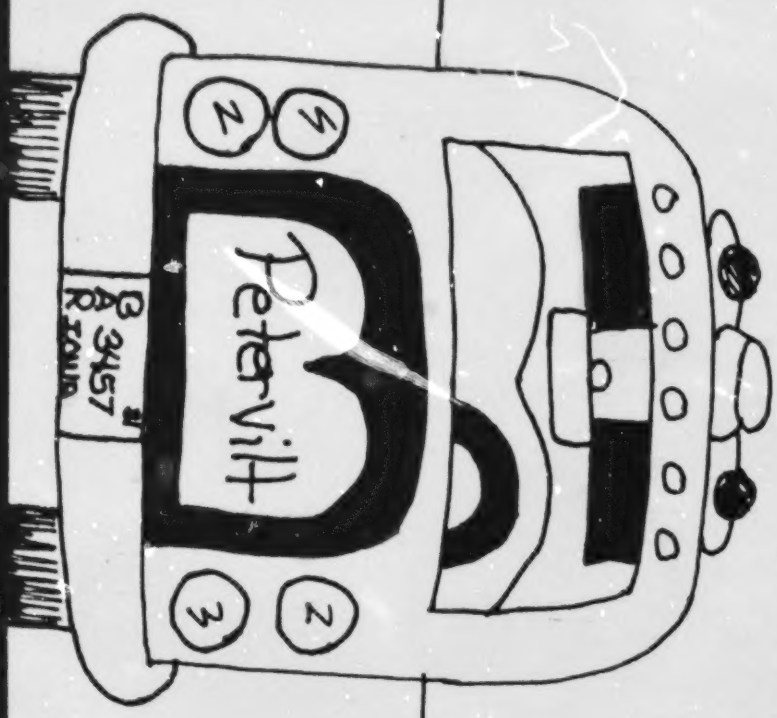
To: _____ From: _____

TIME

to come in for

some extra help with: _____

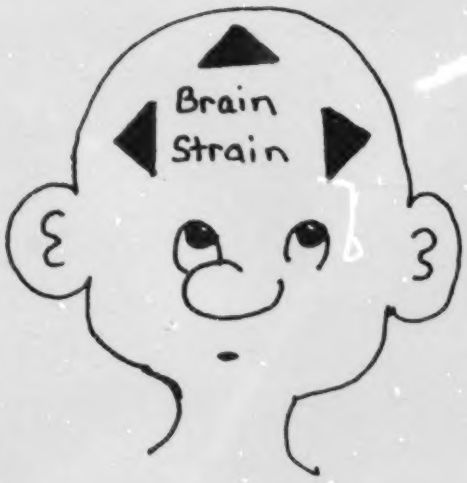
_____

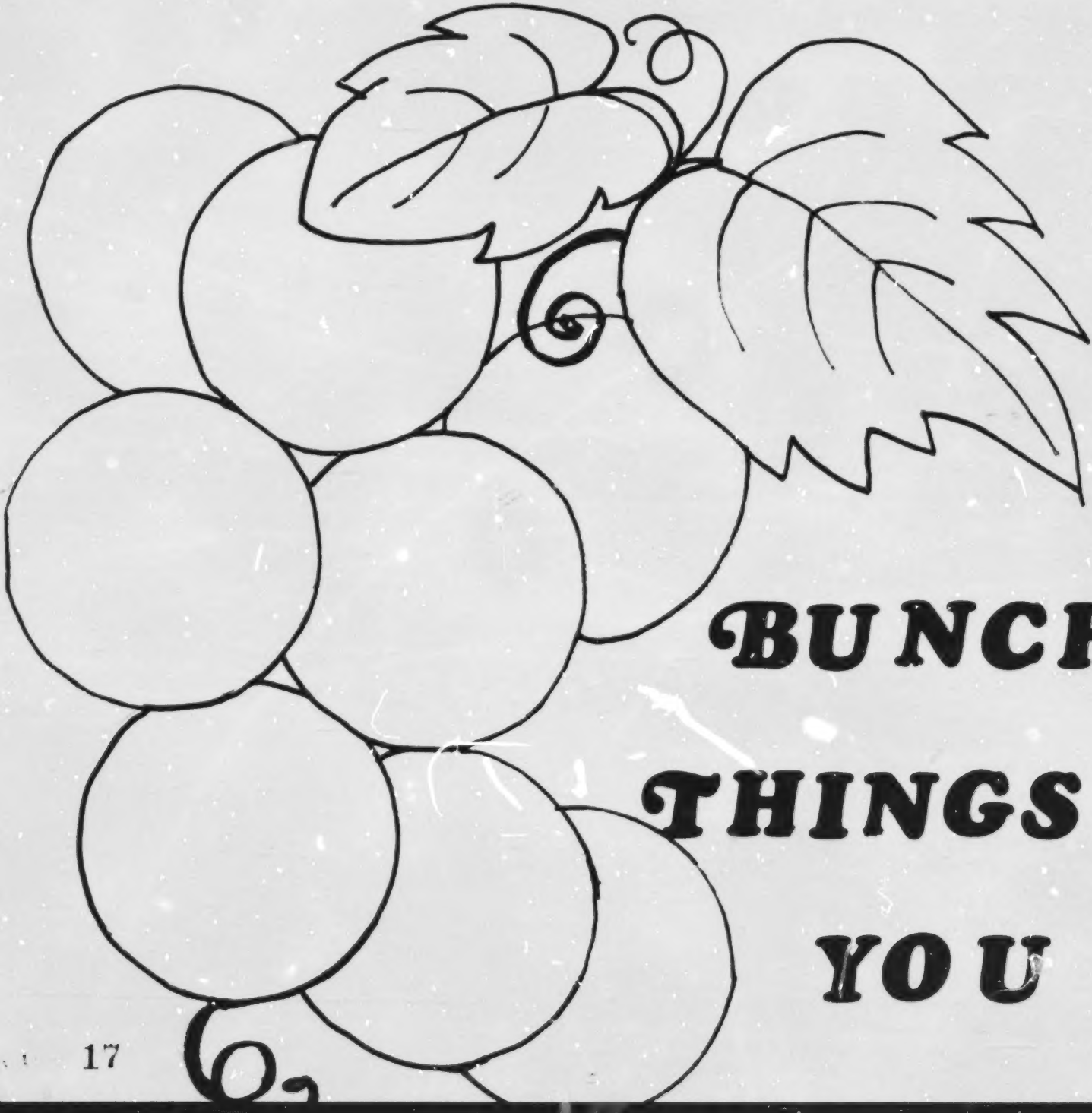


_____ is on the road again! _____

That was a good try _____.

Keep up the hard work!





HERE ARE A BUNCH OF THINGS FOR YOU TO DO.

Dear Parent,

_____ has a "road block" about: _____

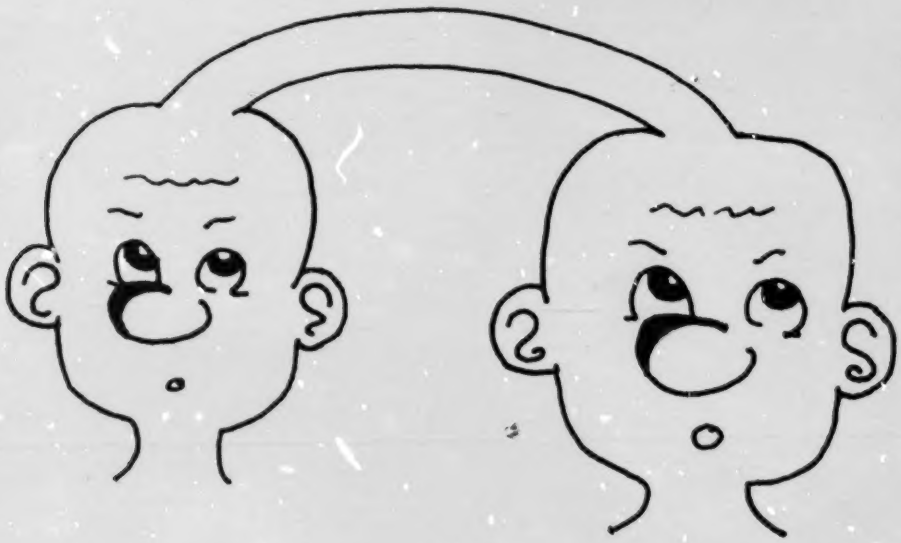
_____

_____

_____

_____

_____



Dear _____,

Could we have a meeting of the minds about: _____

_____

_____

Dear _____,

_____ is really

on the way up this week.

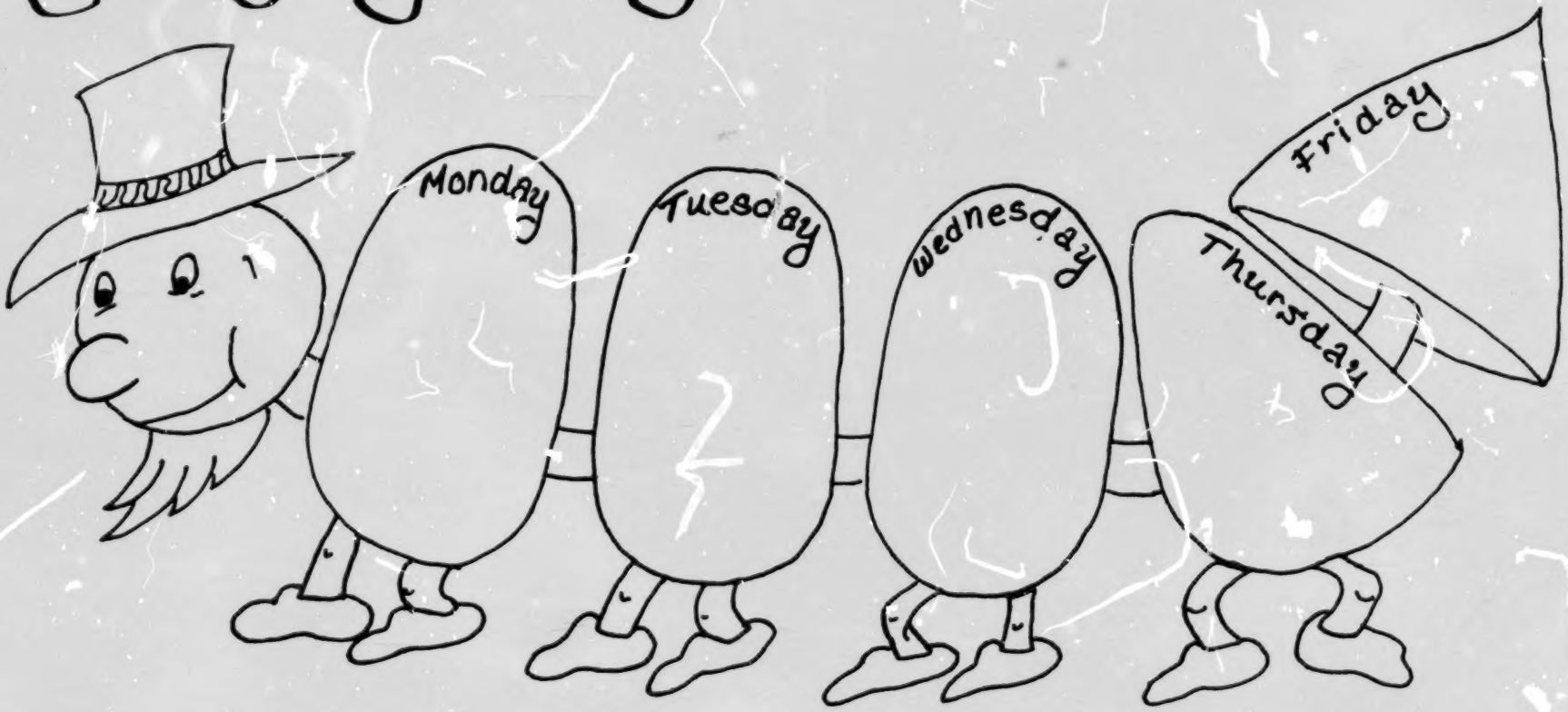
_____

UP

To: _____

WEEK'S report card

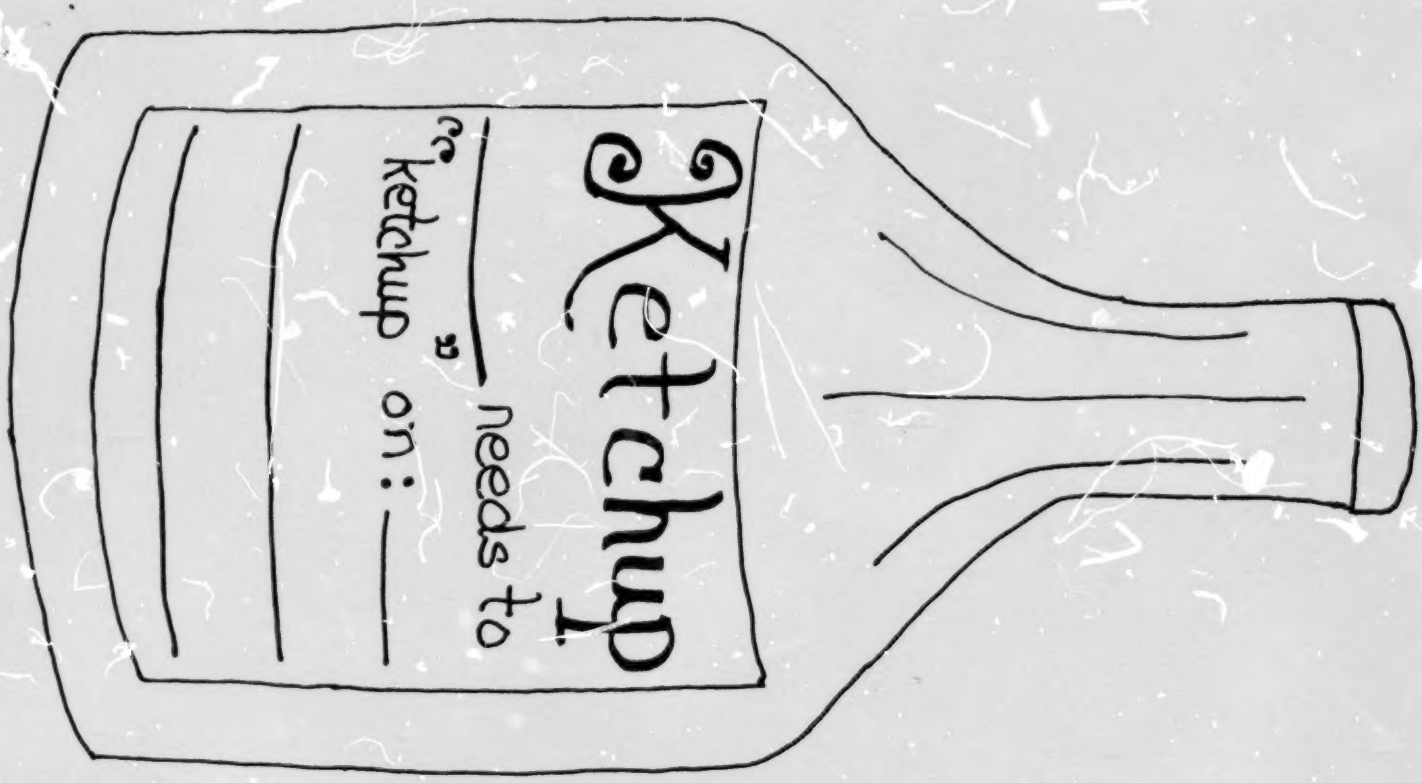
Keeping Myself Together This Week

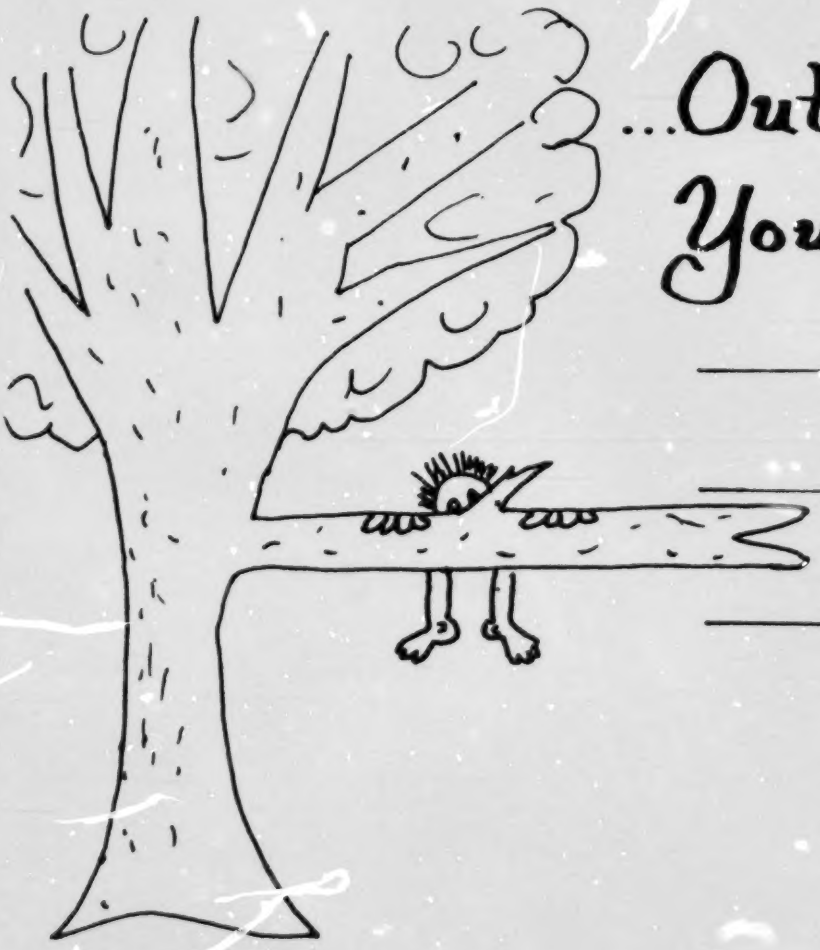


It was hard work, but you did it!

This was a "hairy" project but you did a great job

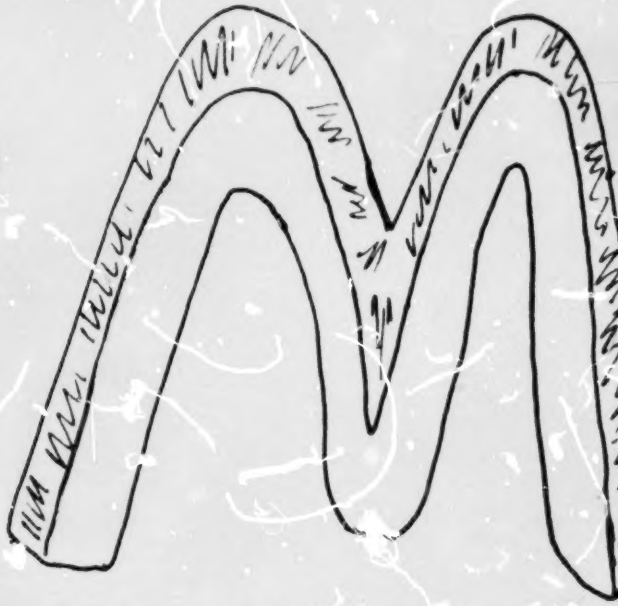
Congratulations





...Out on a limb ?
You need to finish:

YOU deserve a break today.



You are a little behind in

I did a
tree-mendous
job in: _____
today.

Master Teacher of the da

Goes to: _____

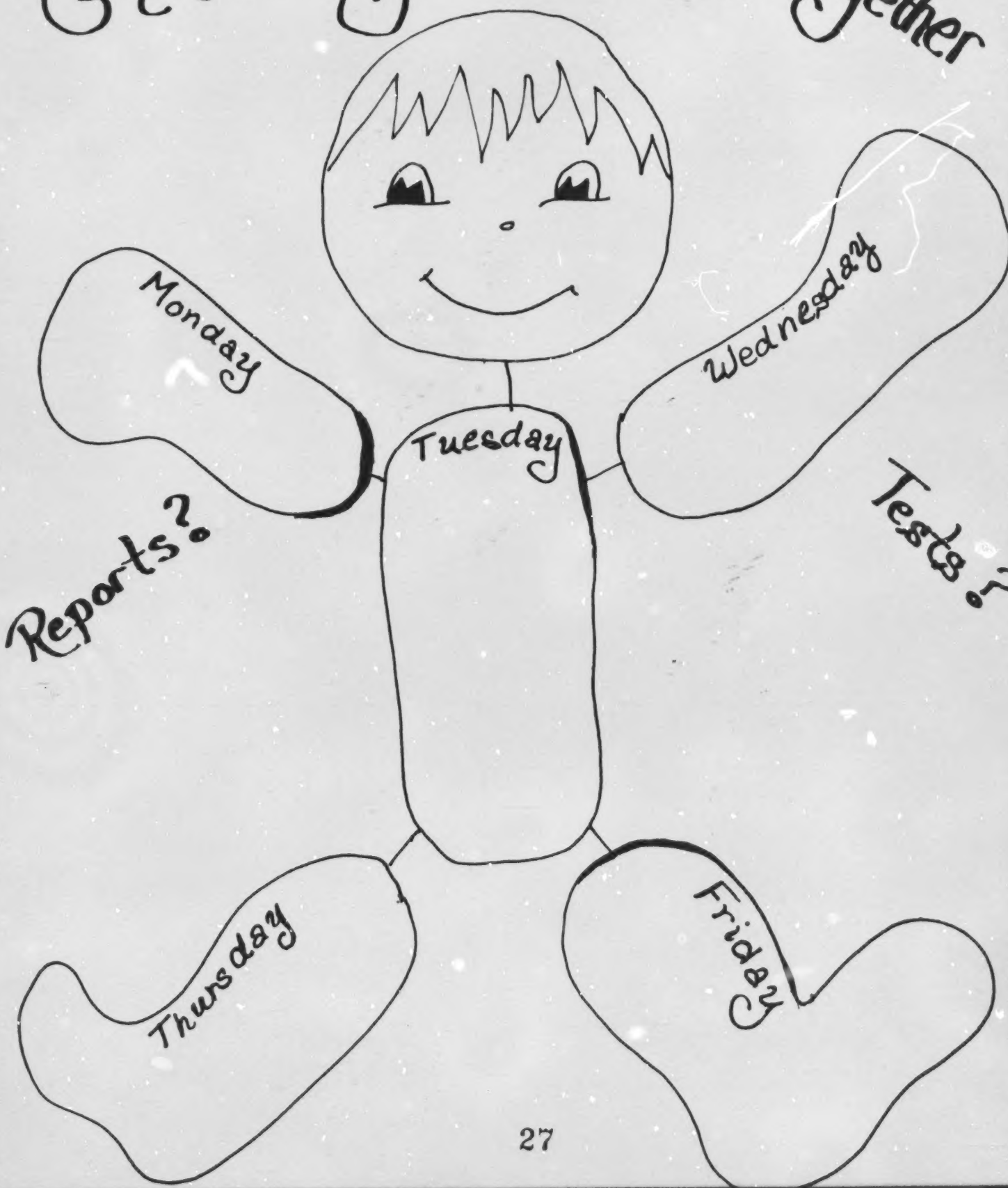
For: _____

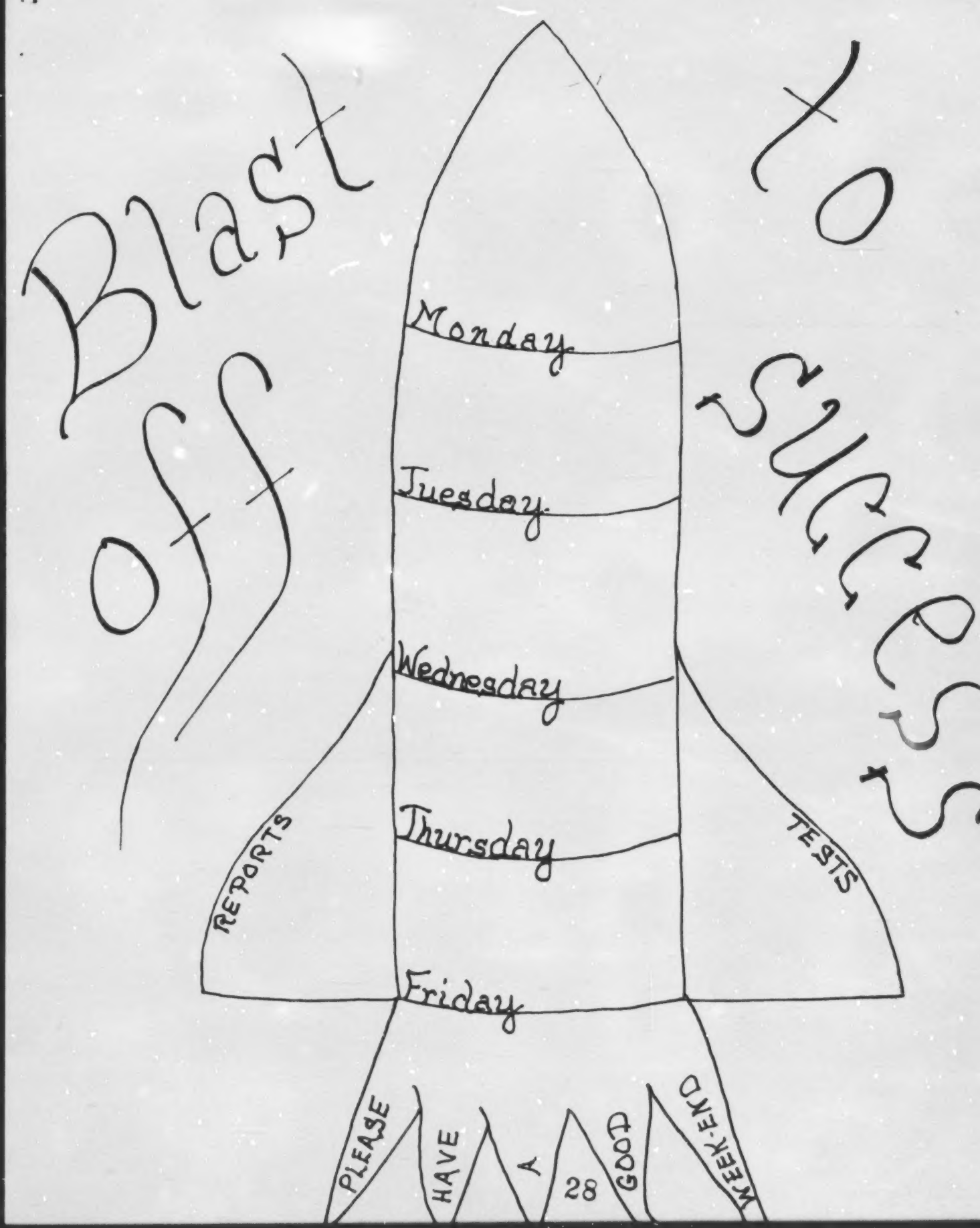
_____

Thanks a lot,

_____

Getting Yourself Together




Blast off
to success
Monday
Tuesday
Wednesday
Thursday
Friday
REPORTS
TESTS
PLEASE
HAVE
A
28
GOOD
WEEK-END

Boy! Did I put my foot in it this time!